

FINANCIAL ELECTRONIC DATA INTERCHANGE GUIDE

COMMONWEALTH OF VIRGINIA

Financial Electronic Data Interchange Guide

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WHAT IS FINANCIAL EDI?

The purpose of this guide is to provide your organization with facts about the Commonwealth of Virginia's Financial Electronic Data Interchange (FEDI) program. FEDI was implemented in May 1994. Electronic Data Interchange (EDI) is the computer-to-computer exchange of information between two or more parties, known as Trading Partners. FEDI allows for the electronic exchange of payment and remittance information between the Commonwealth and our Trading Partners.

FEDI combines Electronic Funds Transfer (EFT) with EDI capabilities to electronically transmit payment and remittance data to your organization. EDI is a low cost alternative to the traditional paper check method of payment. EDI electronically transfers funds from the Commonwealth's bank account to your organization's designated bank account. These electronic payments are processed through the Automated Clearing House (ACH) network. Remittance information from the various state agencies of the Commonwealth is transmitted to your designated recipient. The EDI process allows your organization to have access to the funds on the due date. When all costs are considered, ACH payments are less expensive than paper checks for both the Commonwealth and your organization.

BENEFITS TO YOU, OUR TRADING PARTNER

- ✦ No deposit delays
- ✦ Prompt availability of funds
- ✦ Better cash management
- ✦ Opportunity to automate updating of accounts receivable
- ✦ No lost or stolen checks
- ✦ Fully traceable payments
- ✦ More cost effective than handling paper checks

HOW DO PAYMENTS AND REMITTANCE DATA GET THERE?

Transmitting and receiving payment and payment-related information will save both your organization and the Commonwealth of Virginia the administrative cost of processing and receiving paper checks. The following pages illustrate the two methods for receiving your funds and remittance data electronically. They are:

- Banking System
- Value Added Network (VAN)
 - fax remittance via a company with which the Commonwealth has contracted
 - electronic file

WHO PAYS THE COSTS?

The Commonwealth of Virginia is responsible for the following processing costs:

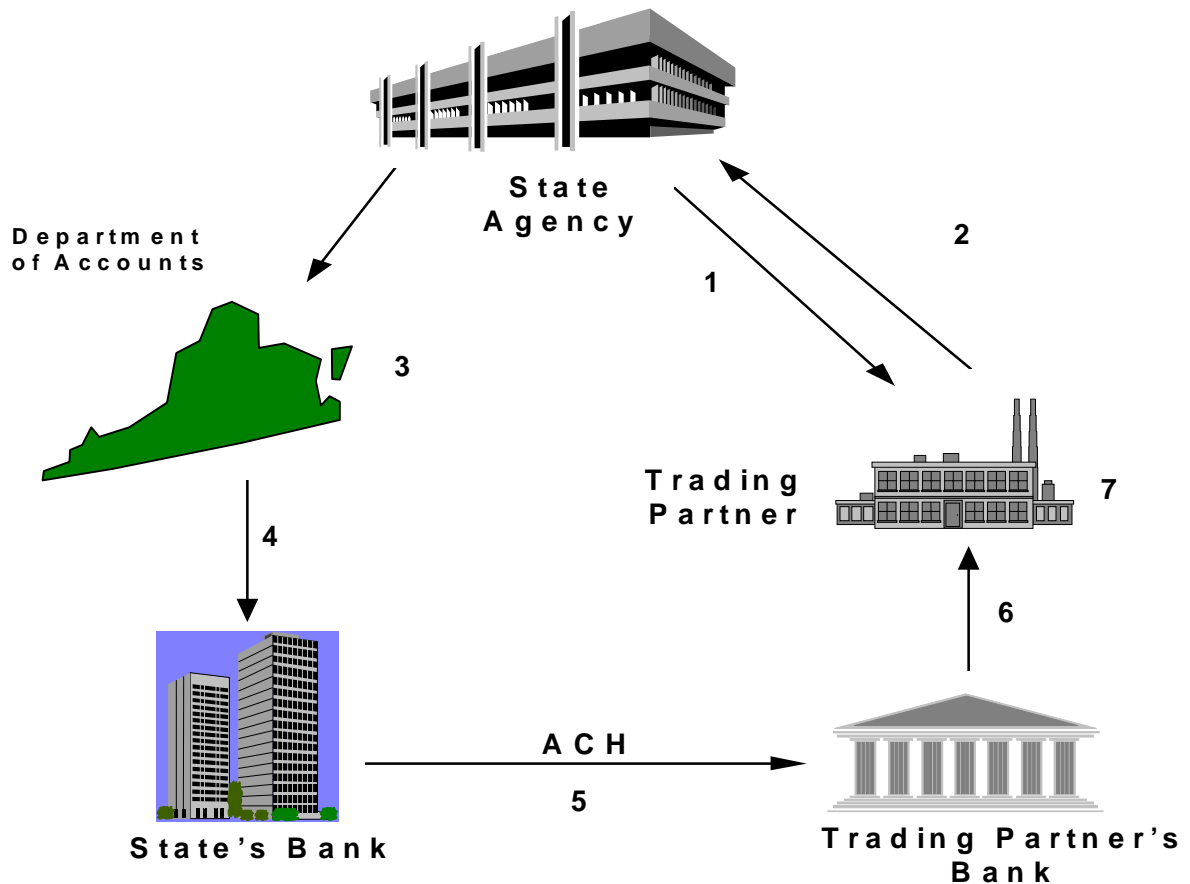
- origination of the payment, and
- transmitting the remittance data to either the bank or VAN.

Your organization is responsible for fees:

- related to electronic payment processing charged by your bank
- charged by your organization's VAN (if you have one), and
- **if you are a Vendor and** your organization elects to receive fax remittances via the Commonwealth's VAN.

HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data Passing Through the Banking System



HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data Passing Through the Banking System

(Keyed to preceding chart.)

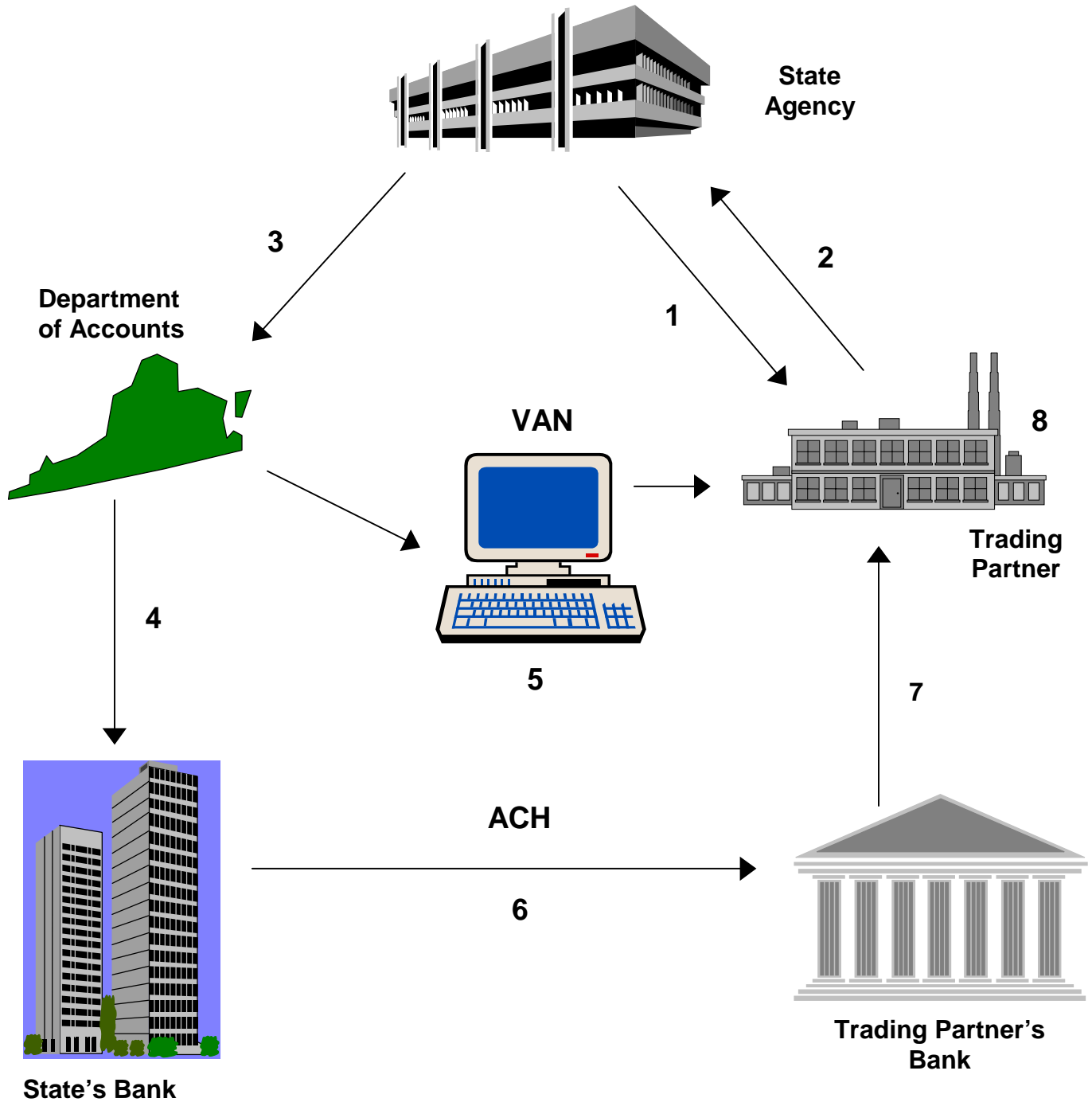
1. STATE AGENCIES procure goods/services from a TRADING PARTNER.
2. The TRADING PARTNER provides goods/services to one or more State Agencies and submits a bill or invoice to each STATE AGENCY.
3. STATE AGENCIES certify payments to the Trading Partner by submitting payment requests with payment remittance information to the DEPARTMENT OF ACCOUNTS.
4. The DEPARTMENT OF ACCOUNTS processes the STATE AGENCY payment requests and transmits the payment and the remittance information to the STATE's BANK.
5. The STATE's BANK passes the payment and remittance information to the TRADING PARTNER's BANK via the Automated Clearing House (ACH).
6. The TRADING PARTNER's BANK credits the payment to the Trading Partner's Account by the opening of business on the payment due date that is supplied by the State Agency. As prearranged by the Trading Partner, the TRADING PARTNER's BANK then notifies the TRADING PARTNER of the deposit and provides the remittance information to the TRADING PARTNER.
7. The TRADING PARTNER posts its accounts receivable from the payment and remittance information received from the bank.

A trace number is uniquely assigned to each electronic transmission to a Trading Partner. This number is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same payment due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment, under one trace number. The sum of all payments made by the Commonwealth's agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information provided by your Bank should reflect the sum of the EDI payments and each individual payment – State Agency by State Agency, Invoice by Invoice.

HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data by Way of a Value Added Network (VAN)



HOW FINANCIAL EDI WORKS FOR A VENDOR

Remittance Data by Way of a Value Added Network (VAN)

(Keyed to preceding chart.)

1. STATE AGENCIES procure goods/services from a TRADING PARTNER.
2. The TRADING PARTNER provides goods/services to one or more State Agencies and submits a bill or invoice to each STATE AGENCY.
3. STATE AGENCIES certify payments to the Trading Partner by submitting payment requests with payment remittance information to the DEPARTMENT OF ACCOUNTS.
4. The DEPARTMENT OF ACCOUNTS processes the State Agency payment requests and transmits the payment **WITHOUT** the remittance information, to the STATE's BANK.
5. While the payment information is transmitted to the State's Bank, the remittance information is electronically transmitted to the Value Added Network (VAN) for transmission to the TRADING PARTNER. Remittance information is usually available from the VAN (fax or electronic file), at least one business day prior to the payment being deposited in the TRADING PARTNER's bank account.

TRADING PARTNERS can elect to receive their remittance data by paper fax or in an electronic file format which can be readily translated for automated payment application of funds to the TRADING PARTNER's internal accounts receivable system.

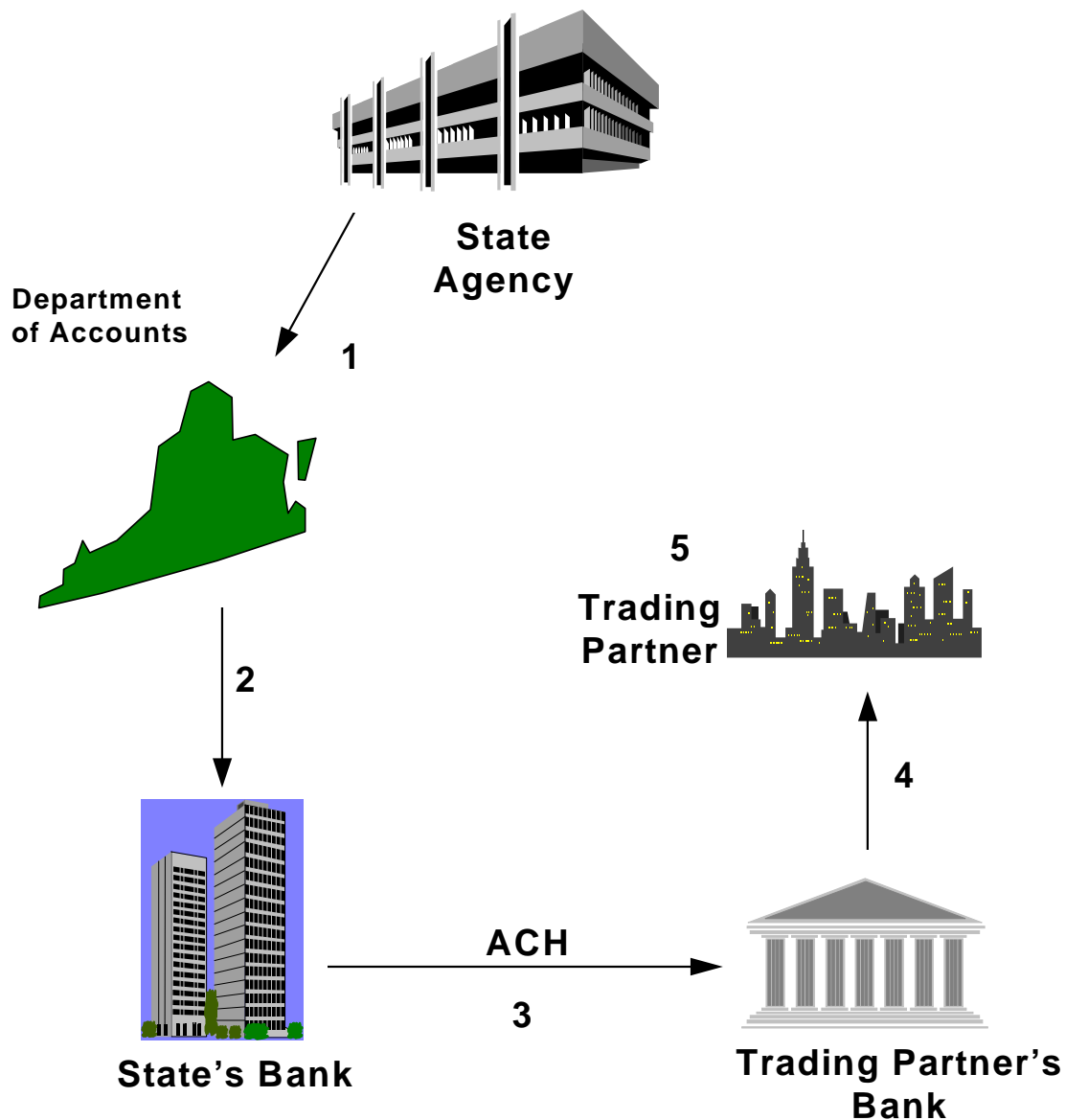
6. The STATE's BANK passes the payment to the TRADING PARTNER's BANK via the Automated Clearing House (ACH).
7. The TRADING PARTNER's BANK credits the payment to the Trading Partner's account by the opening of business on the payment due date that is supplied by the State Agency. Depending on the arrangements your organization has made with your bank, the TRADING PARTNER's BANK may notify the TRADING PARTNER of the deposit to their account.
8. The TRADING PARTNER posts its accounts receivable from the remittance information received from the VAN.

A trace number is uniquely assigned to each electronic transmission to a Trading Partner. This number is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same payment due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment under one trace number. The sum of all payments made by Commonwealth of Virginia agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information provided by the VAN will reflect the sum of the EDI payments and each individual payment - State Agency by State Agency, Invoice by Invoice.

HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES AND NON-STATE AGENCIES

Remittance Data Passing Through the Banking System



HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES AND NON-STATE AGENCIES

Remittance Data Passing Through the Banking System

(Keyed to preceding chart.)

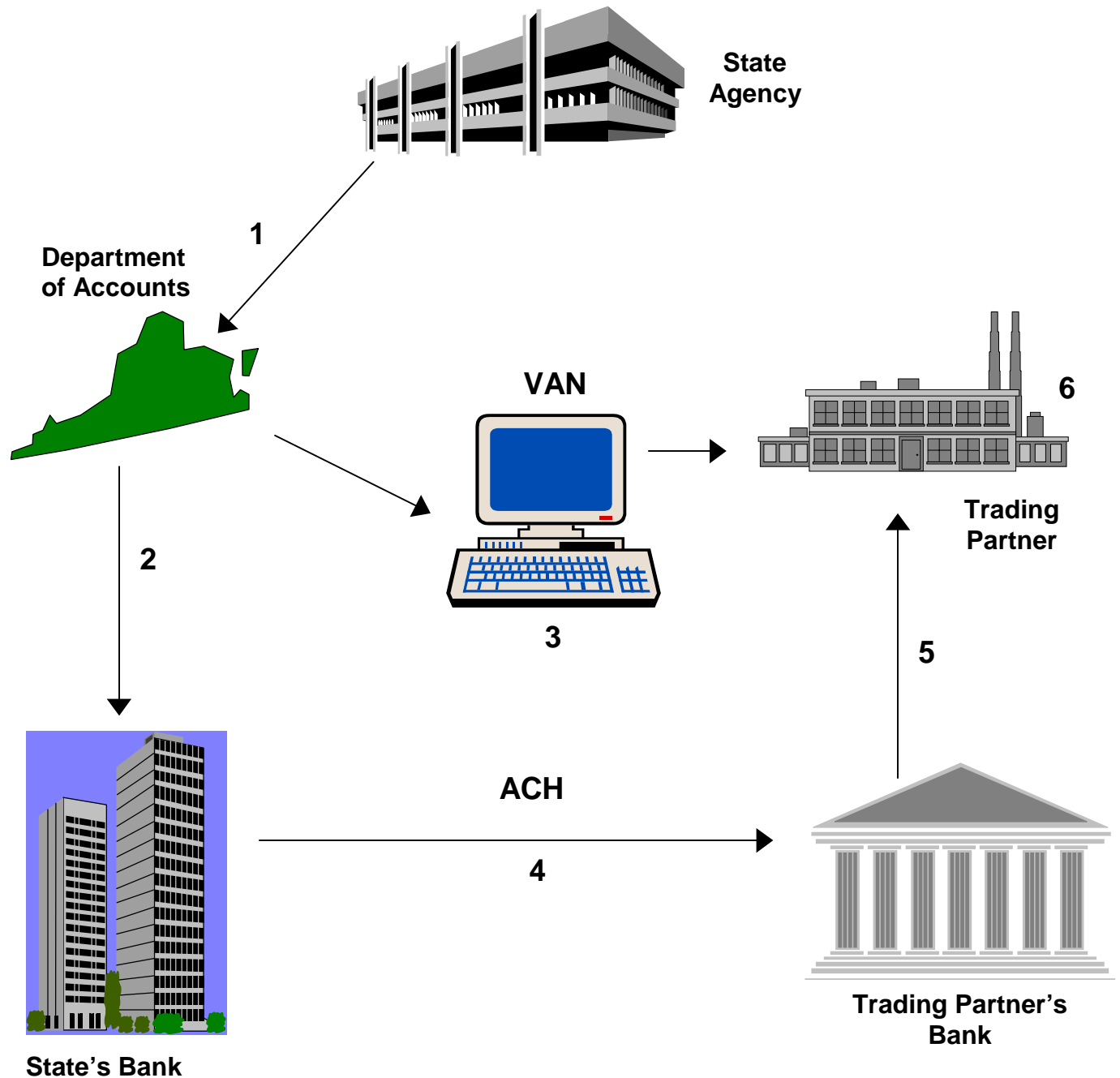
1. STATE AGENCIES certify payments to the Trading Partner by submitting payment requests with payment remittance information to the DEPARTMENT OF ACCOUNTS.
2. The DEPARTMENT OF ACCOUNTS processes the STATE AGENCY payment request and transmits the payment and the remittance information to the STATE's BANK.
3. The STATE's BANK passes the payment and remittance information to the TRADING PARTNER 's BANK via the Automated Clearing House (ACH) network.
4. The TRADING PARTNER's BANK credits the payment to the Trading Partner's account by the opening of business on the payment due date that is supplied by the State Agency. As prearranged by the Trading Partner, the TRADING PARTNER's BANK then notifies the TRADING PARTNER of the deposit and provides the remittance information to the TRADING PARTNER.
5. The TRADING PARTNER applies the payment to its accounts receivable system based on the payment and remittance information received from the TRADING PARTNER's BANK.

A trace number is uniquely assigned to each electronic transmission to a Trading Partner. This number is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same payment due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment under one trace number. The sum of all payments made by State agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information provided by your Bank should reflect the sum of the EDI payments and each individual payment – State Agency by State Agency, Invoice by Invoice.

HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES AND NON-STATE AGENCIES

Remittance Data by Way of a Value Added Network (VAN)



HOW FINANCIAL EDI WORKS FOR LOCALITIES, GRANTEES AND NON-STATE AGENCIES

Remittance Data by Way of a Value Added Network (VAN)

(Keyed to preceding chart.)

1. STATE AGENCIES certify payments to the Trading Partner by submitting payment requests with payment remittance information to the DEPARTMENT OF ACCOUNTS.
2. The DEPARTMENT OF ACCOUNTS processes the State Agency payment requests and transmits the payment **WITHOUT** the remittance information, to the STATE's BANK.
3. While the payment information is transmitted to the State's Bank, the remittance information is electronically transmitted to the Value Added Network (VAN) for transmission to the TRADING PARTNER. Remittance information is usually available from the VAN (fax or electronic file), at least one business day prior to the payment being deposited in the TRADING PARTNER's bank account.

TRADING PARTNERS can elect to receive their remittance data by paper fax or in an electronic file format which can be readily translated for automated payment application of funds to the TRADING PARTNER's internal accounts receivable system.

4. The STATE's BANK passes the payment to the TRADING PARTNER 's BANK via the Automated Clearing House (ACH) network.
5. The TRADING PARTNER 's BANK credits the payment to the Trading Partner's bank account by the opening of business on the payment due date that is supplied by the State Agency. Depending on the arrangements your organization has made with your bank, the TRADING PARTNER 's BANK may notify the TRADING PARTNER of the deposit to their account.
6. The TRADING PARTNER applies the payment to its accounts receivable system based on the remittance information received from the VAN.

A trace number is uniquely assigned to each electronic transmission to a Trading Partner. This number is used by the TRADING PARTNER to identify and match the remittance information with the corresponding payment.

NOTE: Multiple payments with the same due date from one State Agency or from various State Agencies to a Trading Partner are combined into one EDI payment under one trace number. The sum of all payments made by State agencies via EDI to a Trading Partner on a given day will appear on that Trading Partner's bank statement. The remittance information provided by the VAN will reflect the sum of the EDI payments and each individual payment – State Agency by State Agency, Invoice by Invoice.

GET READY

- **Designate** an individual as the **primary FEDI contact** in your organization.
- **Assign implementation roles and responsibilities** among your accounts receivable and cash management staff.
- **Obtain** the appropriate **EDI Payment Agreement and Electronic Payment Information forms** and this **Trading Partner Guide**.
- **Read** this **Trading Partner Guide** and **identify** in the Remittance Data sections the **remittance detail your organization must receive** in order to post payments from state agencies.
- **Contact your bank** to find out their capabilities, options, and charges (if any) for translating and relaying electronic data to your organization. All banks and savings and loan institutions have the capability and are required to receive payments in all ACH formats. However, not all banks are EDI capable and able to translate electronic data into a human readable format that can be readily used by their customers for payment application. Therefore, various methods are used by banks to provide customers their remittance information. Prior to enrolling in the Commonwealth's FEDI program, your organization should verify the method used by your bank to provide the deposit and remittance information, i.e., on-line query, magnetic tape, telephone call, paper notification, bank statement, etc. Determine whether your bank can provide the remittance detail your organization must receive in order to post payments from state agencies. The 820 Map (www.doa.state.va.us) may be helpful to your organization's and bank personnel when discussing what remittance data the bank can relay to your organization. If a decision is made to receive remittance detail via your bank, it is recommended that your organization contract with your bank for these services prior to enrolling in the FEDI program.

NOTE: If your organization is already utilizing the services of a Value Added Network (VAN), your funds can be deposited in your bank account, and your organization's remittance data can be sent in an electronic file format to the VAN specified.

- **Identify** the appropriate person(s) at your bank who can assist your organization with receiving FEDI payments through the ACH network.
- **Decide** how EDI detail remittance information provided by the Commonwealth of Virginia will be received and processed by your accounts receivable and cash management staff.
 - Banking System
 - Value Added Network (VAN)
 - fax remittance via a company with which the Commonwealth has contracted
 - electronic file

GET SET

- **Complete** the appropriate EDI Payment Agreement Form (for Vendors, Localities, Grantees, State Agencies or Non-state Agencies).
- **Complete** the appropriate Electronic Payment Information Form (for Vendors, Localities, Grantees, State Agencies or Non-state Agencies), with assistance from your bank.
- **Complete** the Fax Remittance Agreement Form, an optional enrollment form, **if** you are a **vendor** electing to use the Commonwealth's VAN to receive remittance information.

GO

- **Return** the completed EDI Payment Agreement Form, the Electronic Payment Information Form and, if applicable, the Fax Remittance Agreement Form to the mailing address listed in the Department of Accounts Contact section of this Guide. Keep a copy of the completed forms for your records.
- **The Commonwealth will process** a test payment and remittance data.
- **The Commonwealth will notify** your organization when to expect the test payment and corresponding remittance data.
- **Your bank should promptly post** the payment to your bank account and notify your organization.
- **The remittance information should be promptly transmitted** via the VAN or your bank. If your organization elected to receive remittance information through your bank, your bank should provide your organization with the corresponding remittance information in the agreed upon medium.
- **The Commonwealth will contact your organization to confirm** that you received both the test payment and the remittance information.
- **Your organization will be activated for EDI** once successful testing is completed.

Note: If, after being activated for EDI, your organization receives payments from the Commonwealth via check, contact the agency that made the payment and inform them that your organization has signed up for EDI. Request that they ensure their coding of the Vendor ID and Suffix fields is appropriate for EDI.

FINANCIAL EDI MADE EASY

When the bank receives both the payment and remittance data -

- An ACH CTX payment format is used.
- Detailed payment information is contained in the **Entry Detail Record**, and
- Remittance information is contained in the **Addendum Records**.

ENTRY DETAIL RECORD	ADDENDUM RECORDS
<p>Contains:</p> <ul style="list-style-type: none"> • trading partner's name • bank account number • total/net amount paid • EDI trace number • settlement date 	<p>Contain:</p> <ul style="list-style-type: none"> • State agency originating payment and telephone number • invoice number • invoice date • customer account number • amount paid • invoice description

When the bank receives the payment and the remittance data is sent to a VAN-

- An ACH CCD payment format is used.
- Detailed payment information is contained in the **Entry Detail Record** received by the bank, and
- Remittance data is sent to the VAN using the 820 transaction set formatted in a valid ASC X-12 standard. The VAN will relay the detailed remittance data using the medium your organization selected.

REMITTANCE DATA MADE EASY

HELPFUL HINTS ABOUT PAYMENT INFORMATION

Accurate interpretation of remittance data is critical to the successful use of the Financial EDI Program at your organization. **You must be able to interpret the information provided by the remittance data to properly identify your payments and post them to your accounts receivable system.**

- The detail and completeness of remittance data is dependent upon each State agency entering the remittance information. If a State agency is not supplying sufficient or accurate information in the invoice number, invoice date, customer account number or invoice description data segments; contact the State agency paying your organization (**agency name and phone number** are listed in the PER segment of the 820).
- The remittance data is presented in a series of segments. Some of the segments are repeated multiple times, depending on the number of State agencies making payments and the number of invoices paid.
- **“Adjustment”** indicates a **credit transaction** that **reduces the amount of monies** your organization receives. If **“Adjustment”** is indicated instead of **“Monetary amount”** (in the RMR segment), the associated dollar amount will be **subtracted from the payments** being made. In addition to credits for goods and services that your organization may approve for State agencies, monies may be subtracted from your payment for a debt owed to the Commonwealth. The ADX segment will reflect an **adjustment if monies are withheld for a debt**. The Debt Setoff Unit at the Department of Taxation can provide your organization information about the debt.

The following data segments are displayed on a typical remittance.

Segment ID	Segment Description
BPR	Beginning Segment for Payment (includes total/net amount deposited)
TRN	Trace Number
REF	Reference Identification (Control number)
DTM	Date/Time Reference (Transaction created)
N1	Trading Partner Name
N3	Trading Partner Address Information
N4	Geographic Location
ENT	Entity
NM1	Payor “Commonwealth of Virginia”
PER*	State Agency Originating Payment (Name and Telephone Number)
RMR*	Remittance Advice (Invoice Number & Transaction or Credit Amount)
NTE	Agency Batch Identification Number
REF*	Reference Numbers (Customer Account Number)
REF*	Reference Numbers (Invoice Description)
REF*	Reference Numbers (Agency Voucher Number)
DTM*	Date/Time Reference (Invoice Date)
ADX*	Adjustment (Only used for collection of unpaid debts—CDS Offset Amount)

* = Segment can occur multiple times

EXAMPLES: INTERPRETING REMITTANCE DATA

a. Payment from one agency, for one invoice, no credit transactions or adjustments.

EDI Segment	Description
BPR:I: 303764.25 :C:ACH:CCD:01:051400646:DA:1234567:E546001745:01:051005253:DA:00111103857: 20010629 ~	Total/net payment to trading partner: \$303,764.25 Bank account information for payor and payee: Settlement date (date monies deposited): 6/29/2001
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720012044~	Control number
DTM:097:20010627:2130~	Date/time transaction created: 6/27/01: 9:30 p.m.
N1:PE:W.C. DAVIS:FI:544321987~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS :TE: 8047862791 ~	State Agency name and phone number. For questions about payment, direct calls to this State agency and phone number.
RMR:IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 transaction amount
NTE:ZZZ:A151200106243602	Agency Batch ID
REF:AJ: 76532~	Customer Account Number: 76532
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20010525~	Invoice Date: 5/25/2001

␣ separates the data elements in the segment

~ terminates a segment

EXAMPLES: INTERPRETING REMITTANCE DATA

b. Payment from two agencies for one invoice each, no credit transactions or adjustments.

Transaction amount, agency # 1 (Department of Accounts)	\$ 303,764.25
Transaction amount, agency # 2 (Department of Treasury)	<u>+ 405,983.36</u>
Monies deposited	\$ 709,747.61

Shading below highlights the dollar amounts and the State agencies identified above.

EDI Segment	Description
BPR:I: 709747.61 :C:ACH:CCD:01:051400646:DA:1234567:E546001745:01:051005253:DA:00111103857: 20010629 ~	Total/net payment to trading partner: \$709,747.61 Bank account information for payor and payee: Settlement date (date monies deposited): 6/29/2001
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720012044~	Control number
DTM:097:20010627:2130~	Date/time transaction created: 6/27/01, 9:30 p.m.
N1:PE:W.C. DAVIS:FI:544321987~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS :TE: 8047862791 ~	AGENCY #1 name and phone number: For questions about payment, direct calls to this agency and phone number.
RMR: IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 Transaction amount
NTE:ZZZ:A151200006243602	Agency Batch ID
REF:AJ: 76532~	Customer account number (76532)
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20010525~	Invoice Date: 5/25/2001
PER:AP: DEPARTMENT OF TREASURY :TE: 8047862357 ~	AGENCY #2 name and phone number: For questions about payment, direct calls to this agency and phone number.
RMR: IV:A23568:: 405983.36 ~	Remittance detail: Invoice number (A23568) and \$405,983.36 Transaction amount
REF:AJ: 15235~	Customer account number (15235)
REF:ZZ:BRAKE SHOES:INV DESC~	Invoice description
REF:VV:00000012~	State agency voucher number: 12
DTM:003:20010519~	Invoice Date: 5/19/2001

: separates the data elements in the segment
~ terminates a segment

EXAMPLES: INTERPRETING REMITTANCE DATA

c. Payment from one agency for one invoice and a credit transaction but no adjustments.

Transaction amount	\$303,764.25
Adjustment: Credit transaction	(895.36)
Monies deposited	\$302,868.89

Shading below highlights the dollar amounts identified above.

<u>EDI Segment</u>	<u>Description</u>
BPR:I: 302868.89 :C:ACH:CCD:01:051400646:DA:1234567:E546001745:01:051005253:DA:00111103857: 20010629 ~	Total/net payment to trading partner: \$302,868.89 Bank account information for payor and payee: Settlement date (date monies deposited) 6/29/2001
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720012044~	Control number
DTM:097:20010627:2130~	Date/time transaction created: 6/27/01: 9:30 p.m.
N1:PE:W.C. DAVIS:FI:544321987~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS :TE: 8047862791 ~	Agency name and phone number. For questions about payment, direct calls to this agency and phone number
RMR: IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 Transaction amount
NTE:ZZZ:A151200106243602	Agency Batch ID
REF: AJ:76532~	Customer account number: 76532
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20010525~	Invoice Date: 5/25/2001
RMR: IV:A23568: AJ:895.36 ~	Remittance credit detail: Invoice number: A23568 and Credit/adjustment amount (\$895.36)
REF:AJ:76532~	Customer account number: 76532
REF:ZZ:RETURN CREDIT:INV DESC~	Invoice description
REF:VV:00000012~	State agency voucher number: 12
DTM:003:20010507~	Invoice Date: 5/7/2001

⋮ separates the data elements in the segment

~ terminates a segment

EXAMPLES: INTERPRETING REMITTANCE DATA

- d. Payment from one agency for one invoice and adjustment transaction to withhold money for a debt owed to the Commonwealth, but no credit transactions.

Transaction amount	\$303,764.25
Adjustment/subtraction for debt owed	<u>(1,250.65)</u>
Monies deposited	\$302,513.60

Shading below highlights the dollar amounts identified above.

EDI Segment	Description
BPR:I: 302513.60 :C:ACH:CCD:01:051400646 :DA:1234567:E546001745:01:051005253:DA :00111103857: 20010629 ~	Total/net payment to trading partner: \$302,513.60 Bank account information for payor and payee: Settlement date (date monies deposited): 6/29/01
TRN:1: T0294147 :54-6001745~	Trace number to track payment through bank: T0294147
REF:BT:062720012044~	Control number
DTM:097:20010627:2130~	Date/time transaction created: 6/27/01: 9:30 p.m.
N1:PE:W.C. DAVIS:FI:54432198700~	Name of payee & taxpayer ID number
N3:PO BOX 1971~	Address of payee
N4:LYNCHBURG:VA:24505:US~	City, state, zip, country of payee
ENT:2~	Beginning of remittance information
NM1:PR:G:COMM OF VA~	Originator of payment: Commonwealth of Virginia
PER:AP: DEPARTMENT OF ACCOUNTS :TE: 8047862791 ~	Agency name and phone number. For questions about payment, direct calls to this agency name and phone number.
RMR: IV:C21002:: 303764.25 ~	Remittance detail: Invoice number (C21002) and \$303,764.25 Transaction amount
NTE:ZZZ:A151200106243602	Agency Batch ID
REF:AJ:76532 ~	Customer account number: 76532
REF:ZZ:TWO CARBURETORS:INV DESC~	Invoice description
REF:VV:00042692~	State agency voucher number: 42692
DTM:003:20010525~	Invoice Date: 5/25/2001
ADX: 1250.65 :E3:~	Adjustment amount: \$1,250.65 withheld (subtracted) for debts owed to one or more agencies of the Commonwealth. The Debt Setoff Unit at the Department of Taxation can provide information about the debt.

- ⋮ separates the data elements in the segment
- ~ terminates a segment

SAMPLE FAX REMITTANCE FROM THE COMMONWEALTH'S VAN

If your bank cannot translate electronic remittance data into a human readable format and you do not have access to a VAN, an inexpensive alternative is to have the remittance advices faxed to you by the VAN used by the Commonwealth of Virginia. Shown below is an example of the Fax remittance advice.

** X12.4 Remittance/Payment Advice **
**Remittance Information Only **
Credit

Monetary Amount: 303,764.25

Control # 000075

Payment Method: Automated Clearing House (ACH)
Payment Format: Cash Concentration/Disbursement (CCD) (ACH)
DFI ID No Qualifier: ABA Transit Routing Number including Check Digits
DFI ID Number: 051400646
Account Number Qual: Demand Deposit
Account Number: 000 0026
Originating Company Id: E546001745
DFI ID No Qualifier: ABA Transit Routing Number including Check Digits
DFI ID Number: 051005253
Account Number Qual: Demand Deposit
Account Number: 00111103857
Effective Entry Date: 2001/06/29
Trace: Current Transaction **Trace Number = T0294147**
Reference: Batch Number = 062720012044
Transaction Creation = 20010627 21:30PM

-----Payee-----
W.C. Davis
Federal Taxpayer's Identification Number 54432198700
PO Box 1971
Lynchburg, VA 24505 (Country :US)

-----Payer-----
Payer: Government: COMM OF VA
Contact: **Accounts Payable Department: DEPARTMENT OF ACCOUNTS**
Telephone **(804) 786-2791**

Seller's Invoice Number: C21002
MONETARY AMOUNT: 303,764.25
Mutually Defined: A151200106243602
REFERENCE: **Customer Account Number = 76532**
REFERENCE: Mutually Defined = Two Carburetors **INV DESC**
REFERENCE: Voucher = 00042692
Invoice (date) = 20010525

ENROLLMENT FORMS

The trading partner category into which your organization falls determines which enrollment forms should be used. The trading partner categories include Vendors, Localities, Grantees, Non-State Agencies, and State Agencies. Be sure to obtain enrollment forms labeled for your organization's trading partner category.

All organizations signing up for EDI must complete at least two enrollment forms – the EDI Payment Agreement Form (for your trading partner category) and the Electronic Payment Information Form (for your trading partner category). If you are a Vendor and elect to receive your remittance information via the Commonwealth's VAN, your organization must also complete the Fax Remittance Agreement Form.

Enrollment forms can be printed from the EDI section of the Department of Accounts web page (www.doa.state.va.us) or obtained by e-mailing edi@doa.state.va.us or calling (804) 225-3164. Do not use the sample forms in this Guide for your enrollment forms.

Completed forms should be returned to the Department of Accounts via facsimile at (804) 225-4250 or mail. They should be mailed to General Accounting, Virginia Department of Accounts, P. O. Box 1971, Richmond, VA 23218-1971.

Once enrolled, your organization becomes an EDI trading partner of the Commonwealth of Virginia.

REPORTING CHANGES IN YOUR ORGANIZATION'S EDI INFORMATION

The EDI Payment Agreement requires that trading partners provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 days in advance of such change. The updated information can be e-mailed to edi@doa.state.va.us or your organization can use the Trading Partner Notification of Change Form to fax or mail the information to General Accounting, Virginia Department of Accounts at (804) 225-4250 or P. O. Box 1971, Richmond, VA 23218-1971, respectively. Submitting this information to another state agency, e.g., one that disburses money to your organization, will not result in the desired changes since the General Accounting unit at the Department of Accounts maintains the trading partner registration information.

The form can be printed from the EDI section of the Department of Accounts web page (www.doa.state.va.us) or obtained by e-mailing edi@doa.state.va.us or calling (804) 225-3164. Do not use the sample form in this Guide.

SAMPLE EDI PAYMENT AGREEMENT FORM FOR VENDORS

This agreement is entered into as of this _____ day of _____, 20____ between the Commonwealth of Virginia ("Commonwealth"), and _____ ("COMPANY").

COMPANY hereby authorizes the Commonwealth to make payments for goods and services covered by any agreement between the Commonwealth and COMPANY (the "Business Agreements") by utilizing, at the Commonwealth's option, electronic data interchange ("EDI"). COMPANY acknowledges and agrees that the provisions in the Business Agreements governing the method and timing of payment shall be amended to the extent provided in this Agreement.

An EDI payment from the Commonwealth to the COMPANY shall be considered timely if the payment is completed in accordance with the Prompt Payment Act. If the EDI payment cannot be completed on such date, the Commonwealth's payment is timely if the funds transfer is completed on the next business day. The EDI payment shall be deemed completed when the COMPANY's Depository Institution has accepted the payment order within the meaning of Article 4A of the Uniform Commercial Code as enacted in the jurisdiction whose law governs this agreement. No EDI payment may be used by the Commonwealth to effect an accord and satisfaction without the Company's written consent thereto. The Electronic Payment Information Form is an integral part of this agreement.

If CTX is chosen, COMPANY understands and acknowledges that the Commonwealth will deliver the remittance data to COMPANY's designated Depository Institution. If CCD is chosen, the Commonwealth agrees to deliver the remittance data in Electronic Format to a value added network acceptable to the Commonwealth.

The COMPANY shall provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 days in advance of such change. Such notification shall be delivered to the Virginia Department of Accounts via:

- E-mail to: edi@doa.state.va.us,
- Fax to: (804) 225-4250, or
- U.S. Mail to: Virginia Department of Accounts, General Accounting, P.O. Box 1971, Richmond, VA 23218-1971.

A "Trading Partner Notification of Change" form can be printed from DOA's website (www.doa.state.va.us), the changed information filled in, and the form faxed or mailed to the fax number or address above, respectively.

In the event of duplicate payment, overpayment, fraudulent payment, or payment made in error, COMPANY agrees to return any such payment to the Commonwealth, after the Commonwealth first provides information to the COMPANY documenting any duplicate payment, overpayment, fraudulent payment, or payment in error. Any return shall, at COMPANY's option, be made by EDI payment in accordance with the rules of the National Automated Clearinghouse Association, or by check.

The Commonwealth shall be responsible for making all payments required pursuant to the Business Agreements and for any loss of payment prior to the point at which the COMPANY's Depository Institution shall have accepted the payment order, except that COMPANY shall be responsible for any loss which may arise by reason of any error, mistake, or fraud regarding the information provided by the COMPANY herein, or any subsequent changes thereto. Any other loss shall be borne by the Commonwealth, except to the extent that such loss arises by reason of the negligence or willful misconduct of the COMPANY. In the event that payment timely initiated by the Commonwealth has not been received by COMPANY by the due date thereof because of failure or delay by the funds transfer system or rejected by the COMPANY's bank, the Commonwealth shall pay the COMPANY as soon as practicable after such failure or delay is discovered and the Commonwealth shall not be in breach of the Business Agreements for failure to make payment.

Each party shall bear the respective fees and other charges assessed by its designated banks and third party service providers.

Each party may terminate this Agreement upon 30 days notice to the other, but this Agreement will remain in effect as to all funds transfers that have been initiated by the Commonwealth and not canceled prior to termination hereof.

In the event of any inconsistency between this Agreement and any other Business Agreement addressing the subject matter of this Agreement, this Agreement shall control. This agreement is governed by and interpreted in accordance with the laws of the Commonwealth of Virginia.

COMPANY: _____

Signature: _____

SAMPLE ELECTRONIC PAYMENT INFORMATION FORM FOR VENDORS

Information Required for Your Company:

Name of Company _____

Taxpayer Identification Number (TIN) for Company _____ Does any parent or subsidiary company or other entity use this TIN? Yes ____ No ____ Does another division that needs payments to go to a different bank account use this TIN? Yes ____ No ____

Address of Company (Street or P.O. Box) _____

(City) _____ (State) _____ (Zip Code) _____

(Check/complete one) Corporation ____ Partnership ____ LLC ____ Reportable Corporation ____

Sole Proprietorship ____ Other: _____

Contact Person for Company _____ E-Mail _____

Area Code/Telephone Number for Company _____

Payment Format Desired (check one): CCD ____ CTX ____

Fax Telephone Number for Company _____

**** Complete only if selecting CCD and requiring remittance data be sent to a VAN with which your company has contracted.**

**** Company VAN Name** _____

**** VAN Receiver ID:** _____

**** EDI Qualifier:** _____

Bank Information for Your Company:

Name of Bank _____

Address of Bank (Street or P.O. Box) _____

(City) _____ (State) _____ (Zip Code) _____

Check One: Checking ____ Savings ____

Transit Routing Number for Bank (9 Digits) _____

Bank Account Number _____

Bank Contact Name _____ E-mail _____

Bank Area Code & Telephone Number _____

Sample Fax Remittance Agreement Form for Vendors (OPTIONAL)

FAX REMITTANCE AGREEMENT

EDI remittance information from the Department of Accounts, Commonwealth of Virginia, will be delivered via facsimile to the following fax number.

(_____) _____ - _____

_____, ("Company"), agrees to pay MCI a minimum of \$25.00 per month for the daily delivery of faxed EDI remittance information from the Department of Accounts, Commonwealth of Virginia. This is based on fax delivery charges of \$0.80 per 1, 000 characters. "Company" agrees to pay MCI for delivery charges that exceed the \$25.00 minimum based on the fax delivery charges.

"Company" may cancel this agreement at any time. To cancel this service, "Company" must send a written cancellation request to the Department of Accounts, allowing thirty days for cancellation.

Signature: _____ Title: _____

Name (print or type): _____ Date: _____

Billing Information:

Company Name: _____

Address: _____

City: _____

State and Zip Code: _____

Primary Contact: _____

Phone Number: _ (_____) _____

Please complete this form and mail or fax to:

General Accounting Unit
Department of Accounts
P.O. Box 1971
Richmond, Virginia 23218-1971
(804) 225-4250

SAMPLE TRADING PARTNER NOTIFICATION OF CHANGE FORM

The EDI Payment Agreement requires that trading partners provide the Commonwealth written notification of any change in the depository institution, payment instructions, or remittance data instructions at least 15 days in advance of such change. The **updated information can be e-mailed to edi@doa.state.va.us** or you can use this form to fax or mail the information to General Accounting, Virginia Department of Accounts at (804) 225-4250 or P. O. Box 1971, Richmond, VA 23218-1971, respectively.

Trading Partner Name_____

Federal Taxpayer Identification Number_____
(include two-digit suffix used for EDI, if known)

*** Only fill-in Trading Partner and/or Banking Information below that has changed.**

Trading Partner Information:

Address_____

Contact Name_____

Phone Number_____ Fax Number_____

Internet e-mail address_____

Banking Information: (Please contact your financial institution if you need assistance with this information.)

Bank Name_____

Bank Address_____

Check one: Checking account _____ Savings account _____

ABA #_____

Bank Account #_____

Bank Contact_____

Bank Phone #_____

Internet e-mail address_____

Signature_____ Effective Date_____

Title_____

REMITTANCE ASSISTANCE

If remittance information is provided by your bank or VAN:

IF REMITTANCE INFORMATION IS . . .	THEN THE TRADING PARTNER MUST CONTACT THE . . .	AND . . .
not provided	appropriate bank official or VAN	RE-EMPHASIZE <ul style="list-style-type: none"> the agreement signed with your bank or VAN that the payment & addendum are always received by the bank together for CTX payments
unclear or contains insufficient data	State Agency indicated in the PER segment of the 820	Identify problem and determine necessary solution.

If remittance information is provided by the Commonwealth's VAN:

IF REMITTANCE INFORMATION IS . . .	THEN THE TRADING PARTNER MUST CONTACT THE . . .	AND . . .
not provided <ul style="list-style-type: none"> Check to see that your fax machine is left on overnight and is working. Check for the fax throughout the day. If the initial fax at night fails, the Commonwealth's VAN automatically makes numerous attempts to fax throughout the night and the next day. 	EDI Hotline at the Department of Accounts via e-mail at edi@doa.state.va.us or phone at (804) 692-0473 to leave a message	Indicate your organization needs a fax. Identify the trading partner name and fax number, your name and phone number, settlement date, and, if known, trace number, and total dollar amount.
not provided and your organization's fax number for remittance advices has changed	EDI Hotline at the Department of Accounts via e-mail at edi@doa.state.va.us or phone at (804) 692-0473 to leave a message including the new fax number	Indicate your fax number has changed & supply new number (can use Notification of Change form). Identify the trading partner name, your name & phone number, & the payment for which a fax is desired (settlement date, dollar amount & trace number).
an incomplete fax <ul style="list-style-type: none"> Check to see that your fax machine is on, has paper and is working. 	EDI Hotline at the Department of Accounts via e-mail at edi@doa.state.va.us or phone at (804) 692-0473 to leave a message	Identify the trace number, settlement date, total dollar amount, trading partner name, your name & phone number & that a partial fax was received.
unclear or contains insufficient data to post the payment	State Agency identified in the PER segment of the 820 using the phone number listed there.	Identify problem and determine necessary solution.

DEPARTMENT OF ACCOUNTS CONTACT INFORMATION

Contact the EDI Hotline via e-mail at edi@doa.state.va.us or phone at (804) 692-0473 and leave a message:

- for assistance with a fax from the Commonwealth's VAN that was not received or was an incomplete transmission
- to request Department of Accounts personnel contact you
- if your organization needs additional assistance after contacting the State agency identified in the PER segment of the 820.

Contact DOA via e-mail at edi@doa.state.va.us or phone at (804) 225-3164 for assistance with:

- changing your fax remittance phone number if your organization signed up with the Commonwealth's VAN for faxes
- changes in banking information, i.e., bank account number, ABA routing number, bank contact name or phone number
- trading partner enrollment.

Fax number: (804) 225-4250

Mailing Address:

Department of Accounts
General Accounting
PO Box 1971
Richmond, VA 23218-1971

GLOSSARY

ASC (Accredited Standards Committee)

Issues the EDI standards through the X12 subcommittee that are utilized by the Commonwealth of Virginia.

ASC X-12 Standard Version 4010

This is the version of the X12 standard used by the Commonwealth.

Automated Clearing House (ACH)

The ACH is the organization that facilitates the electronic transfer of funds between banks.

CCD Payment Format

Electronic payment format that the ACH uses to transfer funds among the banks. The Commonwealth uses this payment format when the trading partner receives its remittance data through a VAN, either the one with which the Commonwealth has contracted or one with which your company has contracted. The Commonwealth has contracted with a VAN to send faxes of detailed remittance data to those trading partners electing this service.

CDS Offset

Monies withheld or subtracted from a payment by a State agency to offset a debt owed to the Commonwealth of Virginia.

CTX Payment Format

Electronic payment format that the ACH uses to transfer funds among the banks. This format allows up to 9,999 addendum records per payment. The Commonwealth uses this payment format when the trading partner receives its remittance data through its bank. The 820 Transaction Sets are placed in the addendum records.

DOA (Department of Accounts)

The State agency that maintains the general ledger system that processes State agency payment requests to Trading Partners and the agency that coordinates EDI for vendor payments for the Commonwealth of Virginia.

Settlement Date

The date that the EDI payment is deposited in the Trading Partner's bank account. Request to speak to someone in the ACH area of your bank if your organization calls your bank on the settlement date to confirm a payment has posted to your account.

Trace Number

A uniquely assigned number with a "T" prefix that can be used like a check number to identify or research an EDI transaction.

GLOSSARY

Trading Partner

An organization or person who has signed up with the Department of Accounts for the Commonwealth of Virginia Financial EDI program.

Transaction Set 820

This is a transaction set defined by the ASC X12 committee. This transaction set can be used for 1) making a payment, 2) sending a remittance advice, or 3) making a payment and sending a remittance advice.

VALUE ADDED NETWORK (VAN)

A VAN allows computer-to-computer transmission of business documents between organizations with dissimilar computer systems and document formats. A VAN enables an organization to communicate with its trading partners' computer systems without having to directly communicate with all of its trading partners.